


TOWN OF CLINTON POLICE DEPARTMENT

RULES AND REGULATIONS/POLICIES AND PROCEDURES

VOLUME: 1	CHAPTER: 3	# PAGES: 10	REVISION DATE(s)
SUBJECT: RECRUITMENT AND HIRING PROCESS OF POLICE OFFICERS			011222 012721
EFFECTIVE DATE 9/8/10	CHIEF OF POLICE J. Cory Kubinak 		
CROSS REFERENCE #: Promoting Diversity in LE, AGG Background V1, Ch8 Drug Testing V1, Ch4 Field Training V6,Ch7	POLICE DEPARTMENT TOWN OF CLINTON		

POLICY:

The selection process is generally acknowledged as a crucial activity leading to the effectiveness of a law enforcement agency. Therefore, the Town of Clinton Police Department shall strive to identify and recruit individuals who best possess the proper attitude, skills, knowledge, and abilities necessary for an effective and respected police officer. In doing so, the Town of Clinton Police Department shall comply with all requirements mandated by relevant law.

In order to most effectively serve the communities of New Jersey, it is important for law enforcement agencies to strive for workforces that reflect the diversity of the jurisdictions they serve and that can effectively interact with all community members. One of the goals of the Town of Clinton Police Department is to make a good faith effort to recruit a diverse workforce, in terms of people of color and gender diversity.

PROCEDURE:

I. Definitions

- A. Chief of Police—that person who is responsible to serve as the head of the police department. The Chief of Police may be a sworn Police Chief or a senior sworn officer-in-charge.
- B. Demographics—the statistical data of a population, especially data pertaining to average age, income, education, etc.
- C. Ethnic—any of the basic divisions of mankind, as distinguished by customs, language, etc.
- D. Selection Committee – Chief of Police and/or Supervisors with a minimum of three officers reviewing applicants through the different hiring phases.
- E. Policeapp.com – Online recruiting app that promotes our recruiting process throughout the country.
- F. Candidate- A person who applies for a position with the Town of Clinton Police

Recruitment and Hiring Process

Volume 1, Chapter 3

Department but has not passed beyond phase 1 and 2.

- G. Applicant – A Person that advances past the first and second phase of the hiring process and completes the Town of Clinton Police Departments Application.

II. Recruitment

- A. Periodically, the Chief of Police shall review available options to help promote and acquire the most qualified candidates.
- B. The Chief of Police shall annually analyze the demographics of its law enforcement officers and determine if there is a substantial disparity between the racial, ethnic, and gender representation within the law enforcement officer ranks as compared with the racial, ethnic, and gender representation to the relevant population of the Town of Clinton.
- C. **Addressing underrepresentation.** Identified underrepresentation may be addressed by some or all of the below-listed actions, as well as others. The means of addressing underrepresentation shall not include quotas or any other legally impermissible provisions.
1. Using recruitment methods that target underrepresented demographic groups, especially local recruitment efforts.
 2. The initial candidate questionnaire form does not include age, sex or race in the questionnaire.
 3. Instituting clear criteria for hiring and an oversight process for reviewing hiring decisions.
 4. Assessing whether particular hiring eligibility requirements adversely affect any underrepresented group and, if so, reassessing whether the requirement is essential.
 5. Assessing what the barriers are to applications by underrepresented groups and devising solutions to overcome those barriers.
 6. Raising awareness about the police officer testing and hiring process through flyers, advertising on social media, and appearing at job fairs and community events.

Considerations of potential applicants:

1. Community and area business demographic data.
2. The current demographic composition of the Town of Clinton Police Department.
3. Legal, ethical, and cultural/ethnic issues associated with the recruitment process.
4. Characteristics likely to disqualify certain candidates.

Recruitment and Hiring Process
Volume 1, Chapter 3

- 5. The basis of successful recruitment programs utilized by other law enforcement agencies.
- D. The primary goal of the Town of Clinton Police Department's recruitment activities will be to attract qualified candidates for employment who will enable the department to maintain its goal of employing a sworn workforce that is reflecting of the diversity of the population in the Town of Clinton.
- C. As a general rule, the Town of Clinton Police Department shall not engage in continuous recruitment activities. Active periods of recruitment shall only occur when authorized by the Mayor and Council and deemed necessary by the Chief of Police.

III. Eligibility Requirements

Candidates for employment as full-time police officers with the Town of Clinton Police Department must meet the following eligibility requirements:

- A. Must be a citizen of the United States and the State of New Jersey.
- B. Must be Police Training Commission (PTC) Certified as a Full-time (BCPO) police officer.
- C. Must be of good moral character.
- D. Must be at least twenty-one (21) years old but not over their thirty-fifth (35) birthday.
- E. Must not have been convicted of a crime **or** any offense involving dishonesty **or** which would make the person unfit to perform the duties of a police officer.
- F. Must possess a valid New Jersey driver's license.
- G. Must have sixty (60) college credits **or** (2) years of full-time active duty military service **or** a combination of college credits and full-time, active-duty military service that adds up to four years. At the Chief of Police's discretion, this requirement maybe modified to acquire suitable candidates.

IV. Advertisement

- A. When a vacancy exists, the Chief of Police shall forward a request to the Mayor and Town Council to advertise to fill the vacancy.
- B. The advertisement shall run for as long as the Chief of Police feels it is necessary to acquire a pool of qualified applicants.
 - 1. The Town of Clinton utilizes Policeapp.com to promote its hiring process online.

Recruitment and Hiring Process

Volume 1, Chapter 3

Using Policeapp.com enables the Town of Clinton to promote its employment opportunities to a larger more diversified applicant pool seen nationwide. The listing is also promoted under the Town of Clinton Employment opportunities on its website and maybe advertised in local newspapers as well.

- A. Potential candidates will be directed to an application that will be acquired only on policeapp.com and will indicate the submission deadline and cost of the application.

V. First Phase— Applicant Questionnaire

- A. A candidate will proceed to policeapp.com and apply online through the directions provided on policeapp.com.
- B. When a candidate completes the questionnaire, the time and date to complete the questionnaire shall be provided to that candidate.
 - 1. The Questionnaire is limited in personal information collected, to obtain a general scope of the candidate for advancement or discontinuation from the hiring process and at the same time protect the candidate's personal information. Race, sexual identity, religious preference and dates of birth are not collected. The Code of Ethics and Job Description are included with the Questionnaire.
- C. After the deadline has passed, all Questionnaires will be reviewed and a selection of the best candidates for the Town of Clinton will be made, as determined by the Chief of Police and the selection committee. Each committee member will have the time to review each candidate questionnaire and provided feedback. The Chief of Police will have the final say in deciding which candidates advance to the next phase.

During the review of the Questionnaire, a candidate can be rejected for a variety of reasons, some not all are listed below:

- 1. An application may be rejected by the Selection Committee due to omissions or deficiencies.
- 2. Not meeting the requirements of the hiring process or not being able to meet the job description.
- 3. Inappropriate ethical behavior found upon review of open social media of the applicant.
- 4. A candidate was found to have lied on the application.
- 5. The Questionnaire was incomplete.

Recruitment and Hiring Process
Volume 1, Chapter 3

6. The candidate failed to follow directions.
 7. The candidate was released from a prior law enforcement position.
- D. The selection committee will advance a pool of candidates onto the next phase. The number in the pool of candidates will be guided by the number of positions available and or the number of qualified candidates selected by the committee.
- E. A candidate advancing to the next hiring phase, Oral Interviews, will be advised via emailed letter in the policeapp.com system. This letter will inform them of the date, time and location of the interview.
- F. Candidates that were not selected to advance to the next phase will be advised via email letter in the policeapp.com system.

VI. Second Phase—Oral Interview Board

- A. Candidates who pass the initial Questionnaire phase of the selection process shall proceed to an Interview Phase.
1. The Selection Committee shall prepare a set number of standard questions to be presented to each candidate. These questions shall be approved by the Chief of Police.
- B. The candidate must be present at the interview location on the date and time specified. If the candidate does not report to the interview location as specified, and has not been excused and given a reschedule date by the Chief of Police, the candidate shall be dismissed for further consideration for the current vacancy.
- C. Each candidate evaluated by the Selection Committee shall be evaluated by an established, predetermined evaluation process which shall be approved by the Chief of Police prior to any interviews. After review of Phase 1 and Phase 2 the selection committee will chose the top candidates to advance to the background phase. The Chief of Police has the final decision of any ties between candidates.
- D. Upon completion of this interview phase, the Chief of Police shall determine the number of candidates who shall proceed to the next phase. The number of candidates will be guided by the number of positions available and or the number of qualified candidates selected by the committee.
- E. All candidates who qualify to participate in the next phase shall be notified of the date and time. Those who do not qualify shall be notified via policeapp.com email letter thanking them for their participation in the selection process.

Recruitment and Hiring Process
Volume 1, Chapter 3

VII. Third Phase—Background Investigation

- A. When the **candidate** has successfully completed Phases I and II of this policy, Town of Clinton Police Department **Application** will be issued to the remaining, now applicants. They will complete and return the application in the Policeapp.com system. A background investigation will be initiated.
- B. The detective will complete the background investigation with assistance of other officers as necessary and confidentially. The procedure will be in accordance with Background Investigations Policy V1, Ch8.
- C. At this stage, a list of potential applicants will be posted in the patrol room.
 - 1. Any officer who has direct, first-hand knowledge of the applicant's character, etc., and who wishes to forward this information to the background investigators, may.
- D. Applicants who do not successfully pass the background investigation to the satisfaction of the Chief of Police shall not proceed to the next phase. They will be forwarded an email letter from the Policeapp.com system, thanking them for their participation.
- E. A conditional offer of employment must be presented to any applicant whom the Chief of Police chooses to send for a psychological and physical examination.

VIII. Fourth Phase—Psychological Evaluation and Physical Examination

- A. A conditional offer of employment must be accepted for the applicants to advance onto the Psychological and Physical Phase. This letter will be sent within the policeapp.com system.
- B. Prior to appointment, applicants for sworn positions must undergo a psychological fitness for duty examination at the office of a licensed psychiatrist/psychologist deemed acceptable by the Chief of Police and with experience examining police applicants.
- C. Prior to appointment, applicants for sworn positions must undergo a Pre-employment Physical Examination.
 - 1. The medical examiner will be familiar with the job requirements of a Town of Clinton police officer and the physical examination will indicate whether the applicant is fit for duty as a police officer.
 - 2. A drug screen will be performed as per Attorney Generals Guidelines. The applicant's specimen will be submitted to the State Toxicology Lab for testing.

Recruitment and Hiring Process

Volume 1, Chapter 3

- D. The applicant(s) shall be notified of the examinations through the Policeapp.com email system. The applicant(s) will be notified of the following:
 - 1. Date, Time and Location
 - 2. Name of company performing the examination.
- E. The Town of Clinton shall pay all costs for an applicant examination.
- F. The psychological and physical examination are designed to provide the department with information about an applicant that will assist in the final selection process.
- G. The Chief of Police shall interpret the psychological evaluation and medical examination report and determine whether applicants shall proceed to the next phase.
- H. If a applicant's drug screen has any amount of a controlled dangerous substance—other than as lawfully prescribed by a licensed physician—in their system, they are disqualified from the selection process as per the Attorney General's Guidelines 2018-2.

IX. Selection of Applicant(s)

Upon making the final selection of which applicant(s) to recommend for hiring, the Chief of Police will review all four phases of the hiring process, all comments and suggestions of the selection committee and any other available information such as letters or comments from the public.

- 1. The selected applicant will be notified by the Chief of Police and offered a position contingent with approval of Mayor and Council.
- 2. Applicants that where not selected will be advised of such via the policeapp.com system, thanking them for their participation in our process.

X. Final Recommendation to Mayor and Council

- A. Once the hiring process has been completed, the Chief of Police shall present the applicant(s) to the Town Council for its consideration. The Town Council may, in its discretion, accept or reject any applicant recommended by the Chief of Police.

XI. Notification to the Police Training Commission

- A. In an effort to ensure strict compliance with the provisions of the Police Training Act, the Police Training Commission (PTC) requires written notification of the appointment of a police officer within thirty (30) days of the officer's date of hire.

Recruitment and Hiring Process

Volume 1, Chapter 3

- B. The Police Training Commission has issued a form entitled 'Notice of New Appointment for Law Enforcement and Corrections Officers' that is intended to facilitate the notification requirement.
- C. The Chief of Police or his or her designee will be responsible for transmitting a completed 'Notice of New Appointment for Law Enforcement and Corrections Officers' to the Police Training Commission within thirty (30) days of the hiring of an entry level police officer regardless of prior experience.

XII. Probationary Employment Status

At the conclusion of the probationary period served by each officer (minimum of one (1) year), the Chief of Police shall make a recommendation to the Mayor and Council concerning each probationary officer. This is described in the Field Training Policy V6, Ch7.

- A. The Chief of Police may recommend that an officer's probation be extended, that an officer is granted permanent employment status, or that an officer's employment be terminated.
- B. The Town reserves the right to terminate the probationary employment of any officer at any time during the probationary period when such officer demonstrates the inability or unwillingness to conform to the rules, regulations, policies, procedures, written directives, or orders of the Town of Clinton Police Department.

XIII. Confidentiality

All interview results shall remain confidential and shall not be released to any person or agency unless specifically authorized by the individual applicant.

XIV. Retention and Security of Candidate Records

- A. All applicant records, which include formal application, background check, medical examination, and psychological examination, shall be maintained in the respective employee's file while employed.
- B. After retirement or termination, the files shall be retained for a period of six (75) years and destroyed in a manner consistent with the New Jersey Department of State, Division of Archives and Records management, Records Retention and Disposition Schedule.
- C. In the case of a candidate who was not selected for employment, the record (which may include the background check, medical examination, and psychological examination), if any, shall be maintained for a period of three (3) years and destroyed in a manner consistent with the New Jersey Department of State, Division of Archives and Records Management, Records Retention and Disposition Schedule.

Recruitment and Hiring Process

Volume 1, Chapter 3

- D. The Chief of Police shall insure that all selection materials are stored in a secure location and at the time of destruction are destroyed in a permanent manner.

XX. Law Enforcement Diversity Reporting (AGG)

- A. The Town of Clinton shall report to the Hunterdon County Prosecutors Office (who will in turn gather and transmit the information to the Attorney General), the following information for the preceding calendar year. The information should not include the names of each individual.
- B. When an Applicant has completed the full application process (Questionnaire and Application) they will be included into the LE Diversity Reporting.
- C. Appendix A is the Agency Annual reporting form to be forwarded and details the data to be collected. This form will be submitted by January 31st of each year.

Appendix A: <https://www.nj.gov/oag/dcj/agguide/directives/Appendix-A.xlsx>

All police procedures heretofore employed by the Town of Clinton Police Department which conflict with this order are hereby rescinded. Supervisors shall be held accountable for the enforcement and application of this order. All members of the Town of Clinton Police Department are required to follow this order as applicable. Violations of this order subject members of this agency to disciplinary action.

Recruitment and Hiring Process
Volume 1, Chapter 3

Town of Clinton Police Department
Candidate Oral Interview Evaluation

Candidate Name		Date of Interview	
Questionnaire Ranking			

		Below Standard	Meets Expectation	Above Standard
	Points	0	1	2
1	Verbal Communication			
2	Honesty			
3	Judgement			
4	Appearance			
5	Punctual for Interview			
6	Team Player			
7	Sincerity			
8	Compassion			
9	Positive Attitude			
10	Prepared for Interview			
Rating Section Totals				

Rater Name: _____

Overall Evaluation Rating: _____

Selection Committee Comments/Notes